

Capita ONE Privacy Note (Revised July 2016)

Why do we collect personal data?

Northamptonshire County Council (NCC) and commissioned services collect personal data so we can provide education and children's services to you and your family; to monitor our work; to report on progress made; and to let us fulfill our statutory obligations and statutory returns as set by the law.

How will we use and protect personal data?

All personal data we collect complies with the data protection principles, as stated in the Data Protection Act 1998 (DPA) and NCC's Data Protection Registration with the **Information Commissioner's Office**; for full list please check this website: <https://ico.org.uk/ESDWebPages/DoSearch?reg=165079>

The personal data we collect may be held as an electronic record on data systems managed by or on behalf of Northamptonshire County Council or as a paper record. The records are only seen by staff who need the personal data so they can do their job. The security of the data follows NCC policies on Information Management.

We make every effort to keep personal data accurate. If you tell us of any changes in circumstances, we will update the records with the personal data you choose to share with us.

We will keep personal data for no longer than is necessary. Sometimes, the law sets the length of time personal data must be kept.

So we can provide the right services at the right level, we may share personal data within county council services or with relevant organisations in line with NCC data registration, please see link above. Where this is necessary we will comply with all aspects of the Data Protection Act 1998.

Your rights

You have the right to ask us to stop to collect, use, disclose and retain your personal data in relation to any services provided by the council. However, this may stop us delivering a service to you and your family. Where possible, we will do as you ask, but we may need to collect, use, disclose and retain personal data to comply with legal requirements.

If you find that the personal data that we hold about you and/or your family is no longer accurate, you have the right to have this corrected. Please contact the service holding the personal data or our Customer Services Centre for this.

Further information

We keep our Information Management policies under regular review and place any updates on Northamptonshire County Council website. This privacy notice was updated in April 2016.

If you would like further information about the personal data we hold, or if you have a complaint about how the personal data has been used, please contact:

Freedom of Information and Data Protection Team

Northamptonshire County Council, County Hall, Northampton, NN1 1ED

dataprotection@northamptonshire.gov.uk

To be signed by the service user for the collection of their own data and/or when consenting on behalf of a child for whom the adult has legal responsibility.

I confirm that I have read and understood the above statement.

I agree that, by using these services, I am accepting the terms of this Privacy Notice and consenting to the collection, use, disclosure and retention of my personal data, and the children/young people named below, as described in this Privacy Notice.

Details of person signing Privacy Notice:

Name:

Date of Birth:

Signature:

Date of signature:

Details of all children/young people for whom this Privacy Notice applies (please note that any young person above the age of 16 is required to sign their own separate Privacy Notice):

Name:

Date of Birth:

Relationship:

Name:

Date of Birth:

Relationship:

Name:

Date of Birth:

Relationship: